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Background Paper 33

**BACKGROUND INFORMATION ON
TRAINING AND RETRAINING
PROVISIONS IN COLLECTIVE
AGREEMENTS**

Labour Data Branch

Skill Development Leave Task Force

**Background
Paper**

Canada



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Background Paper 33

BACKGROUND INFORMATION ON TRAINING AND RETRAINING PROVISIONS IN COLLECTIVE AGREEMENTS

Labour Data Branch

Labour Canada

1983

This is one in a series of background papers prepared for the Task Force on Skill Development Leave. The opinions expressed are those of the author(s) and do not necessarily reflect the views of the Task Force or the Department of Employment and Immigration.



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The sample covered by this report is based on virtually all agreements in Canada covering 200 and more workers in all industries excluding construction. The study therefore does not reflect practices in collective bargaining agreements that affect smaller numbers of workers.

The analysis in this report is confined to education leave and training provisions. It excludes analysis of apprenticeship clauses, short-term familiarization training, leave for union business covering conferences and seminars, first aid training or time for safety committee meetings. It also excludes training while the employee is on probation.

Specifically, the report covers:

- Union Training
- Health and Safety Training
- On-The-Job Training
- Leave for Approved Courses
- On-the-Job Training Together with Approved Courses
off the Job
- Basic Education Including Leave for Second Language
Training, Literacy and Remedial Education
- Further Education
- Training Due to Technological Change
- Training in Event of Layoff

Initially, agreements having reference to training and leave of absence for education and/or union business were selected from Labour Canada's data base. These agreements were then searched for the particulars in paragraph 3 above. In all, 269 agreements (438,000 employees) were selected from all sectors (Table 1).

Table 2 shows the incidence of various types of training available to workers by industry. It may be noted that all but 15 agreements had some type of training provision.

Table 3 shows that in most cases the training clauses were contained in the collective agreement. In some cases the reference to training was found in letters of understanding attached to the collective agreement.

The remaining tables 4-11 present the analysis of training clauses with specific reference to:

- i) Time Off
- ii) Payment (salary)
- iii) Payment (tuition)
- iv) Other payments i.e. union education fund, books, transportation, living expenses and other payments
- v) Who decides the selection of courses
- vi) Limit of the number of workers participating in training
- vii) Extent of union involvement in various types of training programmes
- viii) Eligibility requirements

ANALYSIS OF COLLECTIVE PROVISIONS

Table 1: Training and Retraining Provisions by Industry

<u>Industry</u>	<u>Total Agreements</u>	<u>Workers</u> <u>(1000's)</u>	<u>Agreements</u> <u>Analyzed</u>	<u>Workers</u> <u>(1000's)</u>
Primary	126	93	15	25
Manufacturing	870	590	133	161
Transport and other Utilities	243	395	29	58
Trade	101	116	15	9
Education	372	406	23	24
Health and Welfare	200	284	18	48
Public Administration	246	502	32	110
Other Services	77	54	4	3
Totals	2235	2440	269	438

Agreements included in this survey are those covering 200 or more workers.

Training and Retraining Provisions

Table 2

<u>Industries</u>	<u>No. of Agreements Surveyed</u>	<u>No Provision</u>	<u>Union</u>	<u>Health & Safety</u>	<u>On the Job</u>	<u>On the Job plus Courses</u>	<u>Approved Courses</u>	<u>Basic Education</u>	<u>Further Education</u>	<u>Technologi- cal Changes</u>	<u>Lay- Off</u>	<u>Appren- ticeship</u>
Primary	15	-	7	2	5	3	4	-	3	9	-	13
Manufacturing	133	9	37	13	28	22	29	10	24	55	3	93
Transportation & Other Utilities	29	-	6	2	5	3	8	5	7	8	-	13
Trade	15	2	7	-	5	1	4	-	4	2	1	5
Education	23	-	1	-	1	1	14	-	19	5	5	-
Health & Welfare	18	1	5	-	-	2	13	-	9	5	-	-
Public Administration	32	2	9	2	-	2	23	-	13	12	-	1
Other Services	4	1	-	-	-	1	1	-	1	3	-	8
TOTAL	269	15	72	19	44	35	96	15	80	99	9	133

NOTE: Agreements included in this survey are those covering 200 and more workers.

Table 3Training and Retraining Provisions

Form of Agreement

<u>Type of Training</u>	<u>Total Number of Agreements</u>	<u>Agreement</u>	<u>Letter of Understanding</u>
Union	72	64	8
Health and Safety	19	17	2
On the Job	44	42	2
On the Job plus Approved Courses	35	33	2
Approved Courses	96	92	4
Basic Education	15	12	3
Further Education	80	79	1
Technological Changes	99	94	5
Lay-off	9	9	-

Table 4Training and Retraining Provisions

Time-off

<u>Type of Training</u>	<u>Total Number of Agreements</u>	<u>Time Off not Mentioned</u>	<u>Time-off mentioned in</u>					<u>Yes</u>
			<u>Hours</u>	<u>Days</u>	<u>Weeks</u>	<u>Months</u>		
Union	72	38	2	22	5	2	7	
Health and Safety	19	18	1	-	-	-	-	
On the Job	44	39	1	-	2	2	-	
On the Job plus Approved Courses	35	33	-	-	-	1	1	
Approved Courses	96	60	-	5	6	11	14	
Basic Education	15	8	-	-	1	1	5	
Further Education	80	37	-	1	-	9	33	
Technological Changes	99	90	-	3	2	3	1	
Lay-off	9	7	-	-	-	-	3	

NOTES: 1. Union: Largest group i.e., 13 agreements provided for 20 days

2. Approved Courses: 13 provided for 1 year; 7 provided for 2 months

3. Further Education: Majority 28 agreements provided for one year and 9 agreements provided for 6 months or more

Table 5Training and Retraining Provisions

Payment (Salary)

<u>Type of Training</u>	<u>Total Number of Agreements</u>	<u>Full Payment</u>	<u>Part Payment</u>	<u>No Payment</u>
Union	72	9	-	30
Health and Safety	19	9	1	1
On the Job	44	23	10	-
On the Job plus Approved Courses	35	8	4	2
Approved Courses	96	41	22	35
Basic Education	15	3	-	6
Further Education	80	15	26	41
Technological Changes	99	23	-	-
Lay-off	9	2	-	2

Table 6Training and Retraining Provisions

Tuition Payment

<u>Type of Training</u>	<u>Total Number of Agreements</u>	<u>Full Payment</u>	<u>Part Payment</u>	<u>No Payment</u>
Union	72	2	—	—
Health and Safety	19	1	—	—
On the Job	44	—	—	—
On the Job plus Approved Courses	35	8	1	—
Approved Courses	96	45	24	1
Basic Education	15	5	—	—
Further Education	80	13	10	1
Technological Changes	99	3	—	—
Lay-off	9	—	—	—

Table 7Training and Retraining Provisions

Other Payments

<u>Type of Training</u>	<u>Total Number of Agreements</u>	<u>Union Education</u>	<u>Books</u>	<u>Transportation</u>	<u>Living Expenses</u>	<u>Other Payment</u>
Union	72	21	-	1	1	-
Health and Safety	19	-	-	1	-	1
On the Job	44	-	2	-	-	-
On the Job plus Approved Courses	35	-	4	2	2	3
Approved Courses	96	-	21	23	18	1
Basic Education	15	-	-	-	-	-
Further Education	80	-	7	5	4	3
Technological Changes	99	-	1	1	-	1
Lay-off	9	-	-	-	-	-

Table 8Training and Retraining Provisions

Selection of Courses

<u>Type of Training</u>	<u>Total Number of Agreements</u>	<u>Union</u>	<u>Management</u>	<u>Employee</u>	<u>Committee</u>
Union	72	18	1	-	-
Health and Safety	19	1	1	-	-
On the Job	44	-	12	1	-
On the Job plus Approved Courses	35	-	16	4	1
Approved Courses	96	-	59	18	8
Basic Education	15	-	7	2	-
Further Education	80	-	35	16	6
Technological Changes	99	-	12	-	1
Lay-off	9	-	6	-	1

Table 9Training and Retraining Provisions

Limits on number of workers

<u>Type of Training</u>	<u>Total Number of Agreements</u>	<u>At any given time</u>	<u>Any work group</u>
Union	72	26 *	7
Health and Safety	19	-	-
On the Job	44	3	-
On the Job plus Approved Courses	35	-	1
Approved Courses	96	7	4
Basic Education	15	-	-
Further Education	80	8	2
Technological Changes	99	-	-
Lay-off	9	-	-

NOTE: Number varied from 2 to 18

Table 10Training and Retraining Provisions

Extent of union involvement

<u>Type of Training</u>	<u>Total Number of Agreements</u>	<u>Great</u>	<u>Minimal</u>	<u>Not Involved</u>
Union	72	9	-	-
Health and Safety	19	1	-	-
On the Job	44	3	5	1
On the Job plus Approved Courses	35	2	-	-
Approved Courses	96	5	3	4
Basic Education	15	-	1	1
Further Education	80	3	2	-
Technological Changes	99	22	9	-
Lay-off	9	2	-	-

Table 11

Training and Retraining Provisions

, Eligibility Conditions

	<u>No. of Agreements</u>
Seniority	32
Qualifications and/or Abilities	18

